

Department of Retirement Systems

Director – Policy and Legislative Services

An exempt recruitment

CLOSES: 5:00 PM on Friday, December 3, 2004

Our Organization

The Washington State Department of Retirement Systems (DRS), located in Tumwater, Washington, administers seven public employee retirement systems consisting of 14 retirement plans, the Deferred Compensation Program (DCP) and the Dependent Care Assistance Program (DCAP) for eligible public employees in the state. DRS services directly affect approximately 500,000 members and over 1,300 employers.

DRS' mission is to administer Washington State's retirement and deferred compensation programs in a manner that creates the highest degree of confidence in our integrity, efficiency, fairness, and financial responsibility. We are a team-focused, fast-paced, results-driven organization. DRS uses quality management principles to ensure key business functions are customer-focused, regularly evaluated for improvement, aligned with agency vision and values, and meaningfully measured.

The Position

Reporting to the Director of DRS, this position serves as key advisor to the Director and Executive Management Team, providing advice and analysis on legislative and congressional pension and retirement policy issues affecting the department. This position manages the legislative activities of the Department of Retirement Systems.

Additionally, this position represents the agency at policy forums, publicly communicates agency policy decisions, and is actively involved in discussing policy options with DRS management, state agencies and external stakeholders. This position is responsible for managing the government relations and policy development/analysis functions for the agency.

Nature and Scope

- Manages DRS' legislative agenda on behalf of executive management, including agency request legislation, the bill analysis/legislative review process, agency preparations for each Legislative Session, and monitoring federal legislative proposals. Manages the process for analysis and evaluation of legislative proposals by legislators, the Select Committee on Pension Policy, other state agencies and external organizations. Collaborates with the department's Executive Management Team in the development and review of legislative proposals. Coordinates department analysis of legislation proposed by others.
- Serves as public policy advisor to executive management on legislative pension policy. Provides

strategic evaluation of public policy directions being considered by the agency. Evaluates the impact of federal and state legislation on the agency and recommends course of action. Advises DRS executive management on the development of pension policy.

- Manages retirement policy studies and projects as designated, including project planning, policy analysis, management of recommendation development, interagency coordination, stakeholder management, implementation planning, development of project reports, and project documentation
- Represents the Director and DRS on all legislative and retirement policy issues. Acts as liaison with the Governor’s legislative representative, Office of Financial Management, Office of the State Actuary, and other state agencies for legislative and policy matters. Coordinates analysis and implementation of legislation with other impacted agencies.
- Serves as a member of the Pension Funding Council Workgroup. Advises the Director and the Pension Funding Council on policy issues. Prepares and presents information and analysis covering legislative proposals and actions to the Employee Retirement Benefits Board and DRS Advisory Committee.
- Represents the agency at various statewide committees for personnel and retirement policy development.
- Manages the responses to information requests from constituents, legislators and the Governor’s office. Coordinates appropriate representation of the Department before legislative committees, including the Select Committee on Pension Policy (SCPP). Prepares and coordinates legislative testimony, status reports and other communications to legislators. Testifies at legislative hearings. Provides stakeholder contact/management on all legislative issues.
- Works with the Director and the Executive Management Team to ensure constituent concerns are adequately considered in the formulation of department recommendations to proposed legislation. Represents concerns of the department and its constituents to the Governor’s policy staff, other state agencies and constituent groups in developing or responding to legislative proposals.
- Monitors federal retirement law issues. Develops and maintains federal pension legislation agenda. Communicates with members of the state congressional delegation regarding federal retirement law issues.
- Monitors year-round legislative and congressional activities that impact pension, retirement and social security issues.

Knowledge, Skills and Abilities

- Ability to assess situations and make reasonable independent judgments necessary to solve problems. These skills are necessary to review options and recommend agency positions on public policy issues and legislative proposals.
- Ability to operate within a political environment and exercise sound judgment, political sensitivity, and personal resourcefulness in responding to requests and evaluating policies and legislation of interest to the agency.
- Ability to manage legislative services staff and direct/train employees.
- Knowledge of government relations and experience in policy work with legislators, legislative staff, agency representatives and external stakeholders.
- Project management skills in order to design, develop and manage retirement policy project and contracts.

The Preferred Candidate

The preferred candidate would possess:

- Degree in public administration, business administration, political science or law. A Juris Doctorate is desirable. Relevant experience may be substituted for degree.
- Five years of experience in pension policy in the interpretation and application of laws governing public pensions, Internal Revenue Code, and related benefit programs.
- Excellent communication skills with a proven ability to communicate effectively with all levels of management, policy makers and stakeholders, including legislators and staff, the Governor's office, other state agencies, and diverse groups of individuals and organizations.
- Three years experience with the legislative process analyzing pension policy issues, writing and amending legislation. Ability to identify current and future implications of retirement policies and legislation.
- Experience interpreting the provisions of state and federal statutes and regulations.
- Experience testifying before various stakeholders and the legislature.
- Experience with complex legal research and analysis.

Compensation and Benefits

\$65,000 - \$79,800 per year, depending on qualifications and experience. The State of Washington offers a full benefits package including health, life and long-term disability insurance; paid vacation and sick leave; 11 paid holidays a year; a state retirement plan; and optional credit unions, savings bonds, and a Deferred Compensation Program.

How To Apply

Interested, qualified candidates are asked to submit the following:

- A letter of interest describing applicable qualifications and experience relative to the desirable qualifications for this position;
- A résumé **and** [state application](#);
- Three (3) professional references with current telephone numbers.

If you have decided to apply for this position, we would appreciate your voluntary cooperation in responding to the [Applicant Profile](#) data sheet. This information will assist in ensuring equal employment opportunity and is strictly confidential, available only to authorized staff and the hiring authority.

Application materials must be received by **5 p.m. on Friday, December 3, 2004**. Electronic transmittals will be accepted. Only those candidates determined to possess the experience and qualifications best meeting the needs of the position (as described in their application materials) will be contacted.

Send application materials to:

**Department of Retirement Systems
Human Resources Office
Post Office Box 48380
Olympia, Washington 98504-8380
Phone (360) 664-7020; Fax 586-4225;
E-mail: HumanR@drs.wa.gov**

The Department of Retirement Systems is an equal opportunity employer. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, and disabled and Vietnam era veterans are encouraged to apply. Persons of disability needing assistance in the application process or those needing this job announcement in an alternate format, may call the Human Resources office at (360) 664-7020 or the telecommunications device for the deaf at (360) 586-5450 or toll-free at 1-866-377-8895.

To view other DRS career opportunities, visit our website at www.drs.wa.gov